



Welcome to Public Health

An Orientation Manual For Board of Health Members



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Board of Health Orientation Manual

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DEFINING PUBLIC HEALTH

What Is Public Health

What are Public Health Districts?

Public Health Districts are the direct result of a partnership agreement between the legislature and the counties. In Idaho, there are seven independent Public Health Districts, which cover all of Idaho's 44 counties. The Public Health Districts provide preventive health services and education for healthy life-style choices to the residents of the counties. The Public Health District contract and partner with the Department of Health and Welfare and the Department of Environmental Quality to offer state-mandated programs.

Public Health Districts were created by the 1970 Legislature to insure preventive public health services are available to all citizens of the state -- no matter how small or large their county population. In Idaho, the District Health Departments derive their authority under Title 39, Chapter 4 of the Idaho Code.

Eastern Idaho Public Health District's (EIPHD) County Jurisdiction

Eastern Idaho Public Health District provides services to the residents of Bonneville, Clark, Custer, Fremont, Jefferson, Lemhi, Madison and Teton Counties.

What We Do

According to *Idaho Code 39-409*, the District Health Departments are to provide the basic health services of:

- Public Health Education
- Physical Health
- Environmental Health
- Public Health Administration
- Other Services as Needed

Mission of Public Health

The mission of Public Health is...

To prevent disease, disability, and premature death; to promote healthy lifestyles; and to protect and promote the health and quality of our environment.

Public Health Standards

The following standards provide a framework by which Idaho's Local Health Departments (LHDs) collaborate with the Idaho Department of Health and Welfare, the Idaho Department of Environmental Quality, the public they serve, and the governing bodies (e.g., local boards of health, county commissioners, and mayors) to which they report. They have been developed with nationally recognized frameworks and with input from public health professionals and elected officials from across the county.

1. Monitor health status and understand health issues facing the community.
2. Protect people from health problems and health hazards.
3. Give people information they need to make healthy choices.
4. Engage the community to identify and solve health problems.
5. Develop public health policies and plans.
6. Enforce public health laws and regulations.
7. Help people receive health services.
8. Maintain a competent public health workforce.
9. Evaluate and improve programs and interventions.
10. Contribute to and apply the evidence base of public health.

Public Health in Your Community

Your local health department (LHD)—you may know it as your local “health department” or “public health district”—is a leader in improving the health and well-being of your community. This fact sheet describes the roles performed by LHDs in communities throughout the United States.

- ***Prevents illness and poor health outcomes.*** Your LHD offers the preventive care you need to avoid chronic disease and to help maintain your health. It provides adult and childhood immunizations that prevent diseases. It provides education and foods to prevent poor nutrition in infants, children, and pregnant and nursing women. It helps people take control of their reproductive health, thereby preventing unwanted pregnancies. It prevents the spread of infectious diseases by investigating cases and providing appropriate treatment.
- ***Protects you from health threats--the everyday and the exceptional.*** Your LHD guards multiple fronts to defend you from any health threat, regardless of the source, and works tirelessly to prevent disease outbreaks. Your LHD makes sure the tap water you drink, the restaurant food you eat and the air you breathe are all safe. It's ready to respond to any health emergency—be it bioterrorism, H1N1, West Nile Virus or an environmental hazard. During a public health emergency, your LHD provides important alerts and warnings to protect your health.
- ***Promotes education about health issues.*** Your LHD gives you information that allows you to make healthy decisions every day, like exercising more, eating right, quitting smoking, maintaining good oral health, or simply washing your hands to keep from spreading illness. They provide this information through its website, presentations in your community, public service announcements in the media, programs in schools, health education in clinics, and working with elected officials, health care providers, and other community partners.

PUBLIC HEALTH DISTRICT LAW

Idaho Code

TITLE 39 HEALTH AND SAFETY CHAPTER 4 PUBLIC HEALTH DISTRICTS

39-401. LEGISLATIVE INTENT. The various health districts, as provided for in this chapter, are not a single department of state government unto themselves, nor are they a part of any of the twenty (20) departments of state government authorized by section 20, article IV, Idaho constitution, or of the departments prescribed in section 67-2402, Idaho Code.

It is legislative intent that health districts operate and be recognized not as state agencies or departments, but as governmental entities whose creation has been authorized by the state, much in the manner as other single-purpose districts. Pursuant to this intent, and because health districts are not state departments or agencies, health districts are exempt from the required participation in the services of the purchasing agent or employee liability coverage, as rendered by the department of administration. However, nothing shall prohibit the health districts from entering into contractual [contractual] arrangements with the department of administration, or any other department of state government or an elected constitutional officer, for these or any other services.

It is legislative intent to affirm the provisions of section 39-413, Idaho Code, requiring compliance with the state merit system, and to affirm the participation of the health districts in the public employee retirement system, pursuant to section 39-426, Idaho Code, chapter 13, title 59, Idaho Code, and chapter 53, title 67, Idaho Code.

It is also legislative intent that the matters of location of deposit of health district funds, or the instruments or documents of payment from those funds shall be construed as no more than items of convenience for the conduct of business, and in no way reflect upon the nature or status of the health districts as entities of government.

This section merely affirms that health districts created under this chapter are not state agencies, and in no way changes the character of those agencies as they existed prior to this act.

39-408. ESTABLISHMENT OF DISTRICTS. There is hereby established within the state of Idaho seven (7) public health districts more particularly defined as follows:

District No. 1 shall include the counties of Boundary, Bonner, Kootenai, Benewah and Shoshone;

District No. 2 shall include the counties of Latah, Clearwater, Nez Perce, Lewis and Idaho;

District No. 3 shall include the counties of Adams, Washington, Payette, Gem, Canyon and Owyhee;

District No. 4 shall include the counties of Valley, Boise, Ada and Elmore;

District No. 5 shall include the counties of Camas, Blaine, Gooding, Lincoln, Jerome, Minidoka, Twin Falls and Cassia;

District No. 6 shall include the counties of Power, Oneida, Bannock, Franklin, Caribou, Bear Lake, Bingham and Butte;

District No. 7 shall include the counties of Lemhi, Custer, Clark, Jefferson, Bonneville, Teton, Madison and Fremont.

39-409. DISTRICT HEALTH DEPARTMENTS -- ESTABLISHMENT -- SERVICES. There is hereby created and established in each of the above described public health districts a district health department, hereinafter referred to as the district health department. The district health department shall have as its head the district board of health.

The district health department will provide the basic health services of public health education, physical health, environmental health, and public health administration, but this listing shall not be construed to restrict the service programs of the district health department solely to these categories. Each district shall have a doctor of medicine licensed in Idaho as a staff member or as a regular consultant.

39-410. DISTRICT BOARD OF HEALTH -- ESTABLISHMENT. There is hereby created and established in each of the public health districts a district board of health, hereinafter referred to as the district board, which shall be vested with the authority, control, and supervision of the district health department, and with such powers as required to perform the duties as are set forth in this act and shall be responsible for supervision of all district health programs.

39-411. COMPOSITION OF DISTRICT BOARD -- QUALIFICATIONS OF MEMBERS -- APPOINTMENT AND REMOVAL -- TERMS -- TRUSTEE SELECTED FOR BOARD OF TRUSTEES OF DISTRICT BOARDS OF

HEALTH. For those districts comprised of less than eight (8) counties, the district board of health shall consist of seven (7) members to be appointed by the boards of county commissioners within each district acting jointly, and each board of county commissioners may appoint a board member. For those districts comprised of eight (8) counties, the district board of health shall consist of not less than eight (8) members nor more than nine (9) and each board of county commissioners may appoint a board member.

Each member of the district board of health shall be a citizen of the United States, a resident of the state of Idaho and the public health district for one (1) year immediately last past, and a qualified elector. One (1) member of the district board, if available to serve, shall be a physician licensed by the Idaho state board of medicine and no more than one (1) member shall be appointed from any professional or special interest group. All members shall be chosen with due regard to their knowledge and interest in public health and in promoting the health of the citizens of the state and the public health district. Representation shall be assured from rural as well as urban population groups. All appointments to the district board shall be confirmed by a majority vote of all the county commissioners of all the counties located within the public health district. Any member of the district board may be removed by majority vote of all the county commissioners of all the counties located within the district.

The members of the district board, each year, shall select a chairman, a vice-chairman and a trustee. The trustee shall represent the district board as a member of the board of trustees of the Idaho district boards of health. The board of trustees of the Idaho district boards of health shall have authority to allocate appropriations from the legislature to the health districts. The board of trustees shall develop and administer a formula for the allocation of legislative appropriations.

The members of the district board of health shall be appointed for the purpose of organization as follows: One (1) member to be appointed for a term of one (1) year, one (1) for two (2) years, one (1) for three (3) years, two (2) for four (4) years and two (2) for five (5) years. Each succeeding vacancy shall be filled by the boards of county commissioners within the district acting jointly and with confirmation as herein described for a term of five (5) years, subject to reappointment; and vacancies on the board for an unexpired term shall be filled for the balance of the unexpired term.

39-412. MEETINGS OF THE DISTRICT BOARD -- COMPENSATION OF MEMBERS. The district board shall hold such meetings as may be necessary for the orderly conduct of its business and such meetings may be called upon seventy-two (72) hours' notice by the chairman or a majority of the members. Four (4) members shall be necessary to constitute a quorum and the action of the majority of members present shall be the action of the board. The members of the board shall be compensated as provided by section 59-509(i), Idaho Code.

39-413. DISTRICT HEALTH DIRECTOR -- APPOINTMENT -- POWERS AND DUTIES. A district health director shall be appointed by the district board. The director shall have and exercise the following powers and duties in addition to all other powers and duties inherent in the position or delegated to him or imposed upon him by law or rule, regulation, or ordinance:

- (1) To be secretary and administrative officer of the district board of health;
- (2) To prescribe such rules and regulations, consistent with the requirements of this chapter, as may be necessary for the government of the district, the conduct and duties of the district employees, the orderly and efficient handling of business and the custody, use and preservation of the records, papers, books and property belonging to the public health district;
- (3) To administer oaths for all purposes required in the discharge of his duties;
- (4) With the approval of the district board to:
 - (a) Prescribe the positions and the qualifications of all personnel under the district health director on a nonpartisan merit basis in accordance with the objective standards approved by the district board.
 - (b) Fix the rate of pay and appoint, promote, demote, and separate such employees and to perform such other personnel actions as are needed from time to time in conformance with the requirements of chapter 53, title 67, Idaho Code.
 - (c) Create such units and sections as are or may be necessary for the proper and efficient functioning of the duties herein imposed.

39-414. POWERS AND DUTIES OF DISTRICT BOARD. The district board of health shall have and may exercise the following powers and duties:

- (1) To administer and enforce all state and district health laws, regulations, and standards.
- (2) To do all things required for the preservation and protection of the public health and preventive health, and such other things delegated by the director of the state department of health and welfare or the director of the department of environmental quality and this shall be authority for the director(s) to so delegate.
- (3) To determine the location of its main office and to determine the location, if any, of branch offices.
- (4) To enter into contracts with any other governmental or public agency whereby the district board agrees to render services to or for such agency in exchange for a charge reasonably calculated to cover the cost of rendering such service. This

authority is to be limited to services voluntarily rendered and voluntarily received and shall not apply to services required by statute, rule, and regulations, or standards promulgated pursuant to this act or chapter 1, title 39, Idaho Code.

(5) All moneys or payment received or collected by gift, grant, devise, or any other way shall be deposited to the respective division or sub account of the public health district in the public health district fund authorized by Section 39-422, Idaho Code.

(6) To establish a fiscal control policy required by the state controller.

(7) To cooperate with the state board of health and welfare, the department of health and welfare, the board of environmental quality and the department of environmental quality.

(8) To enter into contracts with other governmental agencies, and this act hereby authorizes such other agencies to enter into contracts with the health district, as may be deemed necessary to fulfill the duties imposed upon the district in providing for the health of the citizens within the district.

(9) To purchase, exchange or sell real property and construct, rent, or lease such buildings as may be required for the accomplishment of the duties imposed upon the district and to further obtain such other personal property as may be necessary to its functions.

(10) To accept, receive and utilize any gifts, grants, or funds and personal and real property that may be donated to it for the fulfillment of the purposes outlined in this act.

(11) To establish a charge whereby the board agrees to render services to or for entities other than governmental or public agencies for an amount reasonably calculated to cover the cost of rendering such service.

(12) To enter into a lease of real or personal property as lessor or lessee, or other transaction with the Idaho health facilities authority for a term not to exceed ninety-nine (99) years upon a determination by the district board that the real or personal property to be leased is necessary for the purposes of the district, and to pledge non-tax revenues of the district to secure the district's obligations under such leases.

(13) To administer and certify solid waste disposal site operations, closure, and post closure procedures established by statute or regulation in accordance with provisions of chapter 74, title 39, Idaho Code, in a manner equivalent to the site certification process set forth in section 39-7408, Idaho Code.

(14) To select a board member to serve as trustee on the board of trustees of the Idaho district boards of health.

39-414A. AUDIT OF HEALTH DISTRICT FINANCES. It shall be the duty of each district board of health to cause to be made a full and complete audit of all the financial transactions of the health district no less frequently than every two (2) years. Such audit shall be made by or under the direction of the legislative council, in accordance with generally accepted auditing standards and procedures. The district board of health shall include all necessary expenses for such audit in its budget.

39-415. QUARANTINE. The district board shall have the same authority, responsibility, powers, and duties in relation to the right of quarantine within the public health district as does the state.

39-416. RULES ADOPTED BY DISTRICT BOARD -- PROCEDURE.

(1) The district board by the affirmative vote of a majority of its members may adopt, amend or rescind rules and standards as it deems necessary to carry out the purposes and provisions of this act.

(2) Every rule or standard adopted, amended, or rescinded by the district board shall be done in a manner conforming to the provisions of chapter 52, title 67, Idaho Code.

(3) At the same time that proposed rules and standards are transmitted to the director of legislative services, they shall be submitted for review and comment to the state board of health and welfare, and to the board of county commissioners of each county within the public health district's jurisdiction. The state board of health and welfare shall, within seventy-five (75) days of receipt of a district board's proposed rules, disapprove of the adoption of the rules if, on the advice of the attorney general, such rules would be in conflict with state laws or rules. The state board of health and welfare shall immediately advise the district board as to the reason for the disapproval.

(4) This section does not apply to measures adopted for the internal operation of the district board or for federal programs where the regulations are established by the federal government but shall apply to all measures affecting the public at large or any identifiable segment thereof.

39-417. HEARINGS BY DISTRICT BOARD -- OATHS -- WITNESSES -- SUBPOENAS.

(1) Any person, association, public or private agency, corporation, or the district director alleging a violation of this act, the rules promulgated thereunder, or any matter within the jurisdiction of the district board, or any alleged violator thereof, may, pursuant to the provisions of chapter 52, title 67, Idaho Code, and the rules promulgated thereunder by the state board of health and welfare or the board of environmental quality, seek a hearing before the district board and/or such other relief or remedy as is provided or available.

(2) The hearings herein provided may be conducted by the district board or by its designated agent and in either case the district board or its agent shall have the same powers and authority set out in subsection (3) of section 39-107, Idaho Code. The provisions of this section shall not apply to the internal administrative affairs of the district board or department nor to its subordinate sections and units.

39-418. JUDICIAL REVIEW OF DISTRICT BOARD'S DETERMINATION -- EXCLUSIVE PROCEDURE.

(1) Judicial review of a final determination of the district board may be secured by any person adversely affected thereby by filing a petition for review as prescribed by chapter 52, title 67, Idaho Code, in the district court of the county wherein he lives within thirty (30) days after receipt of notice of the district board's final determination. The petition for review shall be served upon the district health director and the director of the department of health and welfare of the state of Idaho. The director may appear in any such hearing as a matter of right. Such service shall be jurisdictional and the provisions of this section shall be the exclusive procedure for appeal or review.

(2) If no appeal or review is sought within the time prescribed in (1) above, the final determination of the district board shall be conclusive as to factual matters decided therein and not subject to collateral attack in any proceeding to enforce its provisions.

39-419. VIOLATION OF PUBLIC HEALTH LAWS -- MISDEMEANOR -- CIVIL LIABILITY FOR EXPENSE.

(1) It shall be unlawful for any person, association, or corporation, and the officers thereof to willfully violate, disobey, or disregard the provisions of the public health laws or the terms of any lawful notice, order, standard, rule, regulation, or ordinance issued pursuant thereto; or

(2) Any person, association, or corporation, or the officers thereof, violating any of the provisions of this chapter shall be deemed guilty of a misdemeanor, and upon conviction thereof shall be punished by a fine not exceeding three hundred dollars (\$300), or by imprisonment in the county jail for a term not exceeding six (6) months, or by both such fine and imprisonment. In addition to fine and imprisonment, any person, association or corporation, or the officers thereof, found to be in violation of this act or the rules promulgated thereunder shall be liable for any expense incurred by the district board of health in enforcing this act, or in removing or terminating any nuisance, source of filth, cause of sickness, or health hazard. Conviction under the penalty provisions of this act or any other health law or rules promulgated thereunder shall not relieve any person from any civil action in damages that may exist for any injury resulting from any violation of the public health laws or rules promulgated by the district board of health.

(3) A violator of any law or rule within the jurisdiction of the district shall be liable in an amount not in excess of the limits prescribed in section 39-108, Idaho Code. The district board may seek recovery by commencing an action in the district court of the county wherein the violation occurred. Amounts recovered shall be deposited as required by the provisions of section 39-414(5), Idaho Code.

39-420. CIVIL ACTIONS BY DISTRICT BOARD -- ENFORCEMENT OF ACT -- ABATEMENT OF NUISANCES. The district board in its name shall commence and maintain all proper and necessary civil actions and proceedings to enforce the provisions of this act and the preservation and protection of the public and is specifically directed to abate nuisances when necessary for the purpose of elimination of sources of filth, infestations, infections, communicable diseases, health hazards, and conditions not compatible with the preservation and protection of the public health. Enforcement of a final determination of the district board shall be commenced by filing an action in the district court, by any party to the board action, the board, or the director, and the introduction of the final determination.

39-421. SPECIAL COUNSEL OF DISTRICT BOARD. The district board is hereby authorized to engage special counsel to defend it and the members in all action and proceedings brought against it or them with respect to their official duties hereunder. In addition, such special counsel may bring any civil action requested by the district board. The special counsel may request the prosecuting attorney of any county within the district for appointment as special prosecutor to assist in prosecuting any alleged violations of any of the provisions of this chapter which occurred within such county. Upon receipt of such request, the prosecutor of such county may forthwith designate the district's special counsel as special prosecutor to assist in prosecuting the alleged offender, and such special counsel shall have all the powers of a prosecuting attorney while acting as special prosecuting attorney. Compensation of such special counsel for acting as special prosecutor shall be paid by the district and subject to recovery as provided in section 39-419, Idaho Code.

39-422. PUBLIC HEALTH DISTRICT FUND -- ESTABLISHMENT -- DIVISIONS -- FISCAL OFFICER -- EXPENDITURES.

(1) There is hereby authorized and established in the state treasury a special fund to be known as the public health district fund for which the state treasurer shall be custodian. Within the public health district fund there shall be seven (7) divisions, one (1) for each of the seven (7) public health districts. Each division within the fund will be under the exclusive control of its respective district board of health and no moneys shall be withdrawn from such division of the fund unless authorized by the district board of health or its authorized agent.

(2) The procedure for the deposit and expenditure of moneys from the public health district fund will be in accordance with procedures established between all district boards and the state controller. All income and receipts received by the districts shall be deposited in the public health district fund.

(3) Claims against the divisions of the health district fund are not claims against the state of Idaho. Claims against an individual health district are limited to that district's division moneys.

39-423. BUDGET COMMITTEE OF PUBLIC HEALTH DISTRICT. The chairmen of the boards of county commissioners located within the public health district are hereby constituted as the budget committee of the public health district.

The district board will submit to the budget committee by the first Monday in June of each year the preliminary budget for the public health district and the estimated cost to each county, as determined by the provisions of section 39-424, Idaho Code.

On or before the first Monday in July, there will be held at a time and place determined by the budget committee a budget committee meeting and public hearing upon the proposed budget of the district. Notice of the budget committee meeting and public hearing shall be posted at least ten (10) full days prior to the date of said meeting in at least one (1) conspicuous place in each public health district to be determined by the district board of health. A copy of such notice shall also be published in the official newspaper or a generally circulated newspaper of each county of such public health district, in one (1) issue thereof, during such ten (10) day period. The place, hour and day of such hearing shall be specified in said notice, as well as the place where such budget may be examined prior to such hearing. A summary of such proposed budget shall be published with and as a part of the publication of such notice of hearing in substantially the form required by section 31-1604, Idaho Code.

On or before the first Monday in July a budget for the public health district shall be agreed upon and approved by a majority of the budget committee. Such determination shall be binding upon all counties within the district and the district itself.

39-424. COST OF MAINTENANCE OF DISTRICT -- APPORTIONMENT TO MEMBER COUNTIES. The manner of apportioning the contributions of the counties as part of the budget of the health district, created pursuant to section 39-423, Idaho Code, shall be as follows:

(1) Seventy percent (70%) of the amount to be contributed by the counties shall be apportioned among the various counties within the health district on the basis of population. The proportion of the total population of each county as compared to the total population of the health district shall be the proportion by which such county shall share in the contribution of county funds for the maintenance of the health district, pursuant to this subsection. The population will be determined by the last general census when applicable. When a general census number is not applicable, population shall be estimated for each county by the state department of commerce and such estimated population number shall be certified to each health district by not later than April 1.

(2) Thirty percent (30%) of the amount to be contributed by the counties shall be apportioned among the counties within the district on the basis of taxable market value for assessment purposes. The proportion of the total taxable market value for assessment purposes of each county as compared to the total taxable market value for assessment purposes of the health district shall be the proportion by which such county shall share in the contribution of funds for the maintenance of the health district, pursuant to this subsection. Total taxable market value for assessment purposes shall mean the total taxable market value for assessment purposes as computed by the county assessor for the preceding full calendar year. Taxable market value for each county shall be certified to the health districts by the state tax commission for the preceding year.

39-425. GENERAL STATE AID TO DISTRICTS -- PROCEDURES.

(1) Every year, the districts shall submit a request to the legislature for money to be used to match funds contributed by the counties pursuant to section 31-862, Idaho Code, for the maintenance and operation of district health departments. The matching amount to be included in the request shall be a minimum of sixty-seven percent (67%) of the amounts pledged by each county, as adopted as part of the budget for the health districts during the budget formulations, as provided for in section 39-423, Idaho Code. If the determined amount of participation by a county would exceed the amount which could be raised applying the maximum levy prescribed in section 31-862, Idaho Code, that county's participation shall be reduced to the maximum amount which can be raised thereby.

(2) The foregoing provision shall not limit the legislature from authorizing or granting additional funds for selected projects in excess of the percentage of participation of general aid granted all health districts.

(3) General state aid to the various health districts shall be made available from state appropriations, and shall be distributed in the following manner:

(a) The amount appropriated to the health districts shall be divided based upon the formula developed and administered by the board of trustees of the Idaho district boards of health.

(b) One-half (1/2) of the amount appropriated shall be remitted to the public health trust fund on or before July 15; and

(c) The remaining one-half (1/2) of the amount appropriated shall be remitted to the public health trust fund on or before January 15.

(4) The liability of the state of Idaho to the public health districts and the public health district fund and its divisions is limited to:

(a) The funds actually authorized and granted to the various public health districts as provided in subsection (1) of this section; and

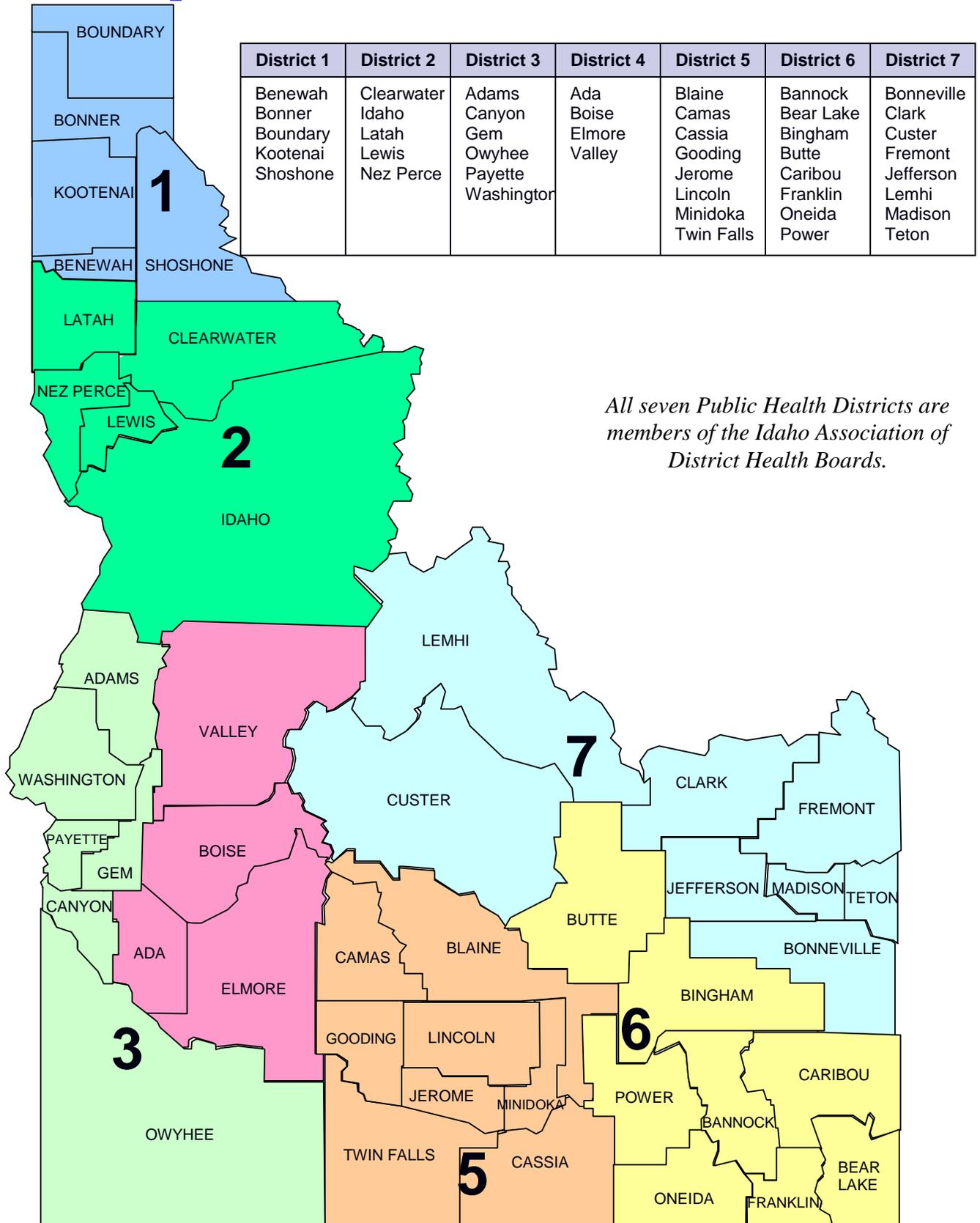
(b) The funds actually authorized or granted to the various public health districts as provided for in subsection (2) of this section; and

(c) The funds due the various health districts in payment of legally authorized contracts and agreements entered into between the departments of the state of Idaho and the various public health districts.

(5) If revenues to the state treasury are insufficient to fully meet appropriations, and reductions in spending authority have been ordered pursuant to law, the amount of moneys to match revenues contributed by the counties, pursuant to section 39-423, Idaho Code, which has been appropriated pursuant to this section, shall be reduced by the same percentage rate as other general account appropriations.

39-426. PUBLIC EMPLOYEES RETIREMENT SYSTEM. All public health districts shall budget sufficient funds to allow for participation in the Idaho public employees retirement system as created by chapter 13, title 59, Idaho Code.

Map of Idaho's Public Health Districts



Directors – Public Health Districts

District 1 – Panhandle Health District 1

www.phd1.idaho.gov
Lora Whalen, Director
8500 North Atlas Road
Hayden, ID 83835

E-mail: lwhalen@phd1.idaho.gov
Work: (208) 415-5101
Fax: (208) 415-5106

District II – Idaho North Central District Health Department

www.idahopublichealth.com/
Carol Moehrle, Director
215 10th Street
Lewiston, ID 83501

E-mail: cmoehrle@phd2.idaho.gov
Work: (208) 799-3100
Fax: (208) 799-0349

District III – Southwest District Health

www.southwestdistricthealth.org
Bruce Krosch, Director
920 Main Street
Caldwell, ID 83605

E-mail: bruce.krosch@phd3.idaho.gov
Work: (208) 455-5300
Fax: (208) 454-7722

District IV – Central District Health Department

www.cdhd.idaho.gov
Russell A. Duke, Director
707 N. Armstrong Place
Boise, ID 83704

E-mail: rduke@cdhd.idaho.gov
Work: (208) 375-5211
Fax: (208) 327-8500

District V – South Central Public Health District

www.phd5.idaho.gov
Rene LeBlanc, Director
1020 Washington Street North
Twin Falls, ID 83301

E-mail: rleblanc@idaho.gov
Work: (208) 737-5902
Fax: (208) 734-9502

District VI – Southeastern District Health Department

www.sdhdidaho.org
Ed Marugg, Director
1901 Alvin Ricken Drive
Pocatello, ID 83201

E-mail: emarugg@phd6.idaho.gov
Work: (208) 239-5205
Fax: (208) 234-7169

District VII – Eastern Idaho Public Health District

www.phd7.idaho.gov
Richard Horne, Director
1250 Hollipark Drive
Idaho Falls, ID 83401

E-mail: rhorne@phd7.idaho.gov
Work: (208) 533-3163
Fax: (208) 525-7063

BUDGET STATUTES & PROCESS

State Statutes Regarding Budget

39-422. PUBLIC HEALTH DISTRICT FUND -- ESTABLISHMENT -- DIVISIONS --

FISCAL OFFICER -- EXPENDITURES. (1) There is hereby authorized and established in the state treasury a special fund to be known as the public health district fund for which the state treasurer shall be custodian. Within the public health district fund there shall be seven (7) divisions, one (1) for each of the seven (7) public health districts. Each division within the fund will be under the exclusive control of its respective district board of health and no moneys shall be withdrawn from such division of the fund unless authorized by the district board of health or its authorized agent.

(2) The procedure for the deposit and expenditure of moneys from the public health district fund will be in accordance with procedures established between all district boards and the state controller. All income and receipts received by the districts shall be deposited in the public health district fund.

(3) Claims against the divisions of the health district fund are not claims against the state of Idaho. Claims against an individual health district are limited to that district's division moneys.

39-423. BUDGET COMMITTEE OF PUBLIC HEALTH DISTRICT. The chairmen of the boards of county commissioners located within the public health district are hereby constituted as the budget committee of the public health district.

The district board will submit to the budget committee by the first Monday in June of each year the preliminary budget for the public health district and the estimated cost to each county, as determined by the provisions of section 39-424, Idaho Code.

On or before the first Monday in July, there will be held at a time and place determined by the budget committee a budget committee meeting and public hearing upon the proposed budget of the district. Notice of the budget committee meeting and public hearing shall be posted at least ten (10) full days prior to the date of said meeting in at least one (1) conspicuous place in each public health district to be determined by the district board of health. A copy of such notice shall also be published in the official newspaper or a generally circulated newspaper of each county of such public health district, in one (1) issue thereof, during such ten (10) day period.

The place, hour and day of such hearing shall be specified in said notice, as well as the place where such budget may be examined prior to such hearing. A summary of such proposed budget shall be published with and as a part of the publication of such notice of hearing in substantially the form required by section 31-1604, Idaho Code.

On or before the first Monday in July a budget for the public health district shall be agreed upon and approved by a majority of the budget committee. Such determination shall be binding upon all counties within the district and the district itself.

39-424. COST OF MAINTENANCE OF DISTRICT -- APPORTIONMENT TO MEMBER COUNTIES. The manner of apportioning the contributions of the counties as part of the budget of the health district, created pursuant to section 39-423, Idaho Code, shall be as follows:

(1) Seventy percent (70%) of the amount to be contributed by the counties shall be apportioned among the various counties within the health district on the basis of population. The proportion of the total population of each county as compared to the total population of the health district shall be the proportion by which such county shall share in the contribution of county funds for the maintenance of the health district, pursuant to this subsection. The population will be determined by the last general census when applicable. When a general census number is not applicable, population shall be estimated for each county by the state department of commerce and such estimated population number shall be certified to each health district by not later than April 1.

(2) Thirty percent (30%) of the amount to be contributed by the counties shall be apportioned among the counties within the district on the basis of taxable market value for assessment purposes. The proportion of the total taxable market value for assessment purposes of each county as compared to the total taxable market value for assessment purposes of the health district shall be the proportion by which such county shall share in the contribution of funds for the maintenance of the health district, pursuant to this subsection. Total taxable market value for assessment purposes shall mean the total taxable market value for assessment purposes as computed by the county assessor for the preceding full calendar year. Taxable market value for each county shall be certified to the health districts by the state tax commission for the preceding year.

39-425. GENERAL STATE AID TO DISTRICTS -- PROCEDURES. (1) Every year, the districts shall submit a request to the legislature for money to be used to match funds contributed by the counties pursuant to section 31-862, Idaho Code, for the maintenance and operation of district health departments. The matching amount to be included in the request shall be a minimum of sixty-seven percent (67%) of the amounts pledged by each county, as adopted as part of the budget for the health districts during the budget formulations, as provided for in section 39-423, Idaho Code. If the determined amount of participation by a county would exceed the amount which could be raised applying the maximum levy prescribed in section 31-862, Idaho Code, that county's participation shall be reduced to the maximum amount which can be raised thereby.

(2) The foregoing provision shall not limit the legislature from authorizing or granting additional funds for selected projects in excess of the percentage of participation of general aid granted all health districts.

(3) General state aid to the various health districts shall be made available from state appropriations, and shall be distributed in the following manner:

(a) The amount appropriated to the health districts shall be divided based upon the formula developed and administered by the board of trustees of the Idaho district boards of health.

(b) One-half (1/2) of the amount appropriated shall be remitted to the public health trust fund on or before July 15; and

(c) The remaining one-half (1/2) of the amount appropriated shall be remitted to the public health trust fund on or before January 15.

(4) The liability of the state of Idaho to the public health districts and the public health district fund and its divisions is limited to:

(a) The funds actually authorized and granted to the various public health districts as provided in subsection (1) of this section; and

(b) The funds actually authorized or granted to the various public health districts as provided for in subsection (2) of this section; and

(c) The funds due the various health districts in payment of legally authorized contracts and agreements entered into between the departments of the state of Idaho and the various public health districts.

(5) If revenues to the state treasury are insufficient to fully meet appropriations, and reductions in spending authority have been ordered pursuant to law, the amount of moneys to match revenues contributed by the counties, pursuant to section 39-423, Idaho Code, which has been appropriated pursuant to this section, shall be reduced by the same percentage rate as other general account appropriations

District Budget Process

Fiscal Timetable (Budget Timetable)

- March-April: Finance committee meets with Director and gives direction for budget.
- April-May: Director prepares budget and presents to District Board of Health.
- May-June: By the first Monday in June, District Board of Health sends preliminary budget request to the counties and District Budget Committee.
- Before June 30: Budget Committee (chairman of each county commission) holds a hearing and meets to approve budget.
- July 1: Fiscal year begins.

How are we Funded?

The districts have several funding sources; however, they can be lumped into the following categories:

1. County Contributions
2. State Contribution
3. Contracts
4. Fees

County Contributions

The District Health Department's basic funding is derived from county contributions. Each county's share of the District budget is prorated based on 70% population and 30% taxable market value. (Idaho Code 39-424)

In April or May of each year, the director prepares a budget for the upcoming fiscal year and presents this budget to Eastern Idaho Public Health District's Board of Health. The Board reviews the budget and either approves or modifies the presented budget. As required by law, the budget approved by the Board, which includes an estimated cost to each county, must be submitted to the District's Budget Committee by the first Monday in June. On or before the first Monday in July, the Budget Committee is required to hold a meeting and public hearing on the proposed budget of the District. The budget shall be agreed upon and approved by a majority of the Budget Committee, which then becomes binding upon all counties within the district.

Note: The District Budget Committee is comprised of the chairman of the Boards of County Commissioners located within the district.

State Contribution

The State Legislature appropriates funds to the public health districts for basic health services. The law requires the state to contribute a minimum of 67% match of the amounts pledged by each county, as adopted as part of the budget for the health districts during the budget formulations, as provided for in section 39-423. The State currently matches or slightly exceeds the counties' contributions.

Following the approved budget, the public health districts are required by law to submit a request to the Legislature for money to be used to match funds contributed by the counties pursuant to section 31-862, Idaho Code, for the maintenance and operation of the public health districts.

Contracts

Eastern Idaho Public Health District's Board of Health may contract with other governmental or public agencies to render services to or for such agency in exchange for a charge reasonably calculated to cover the cost for rendering the service. Most of the district's contracts are written with either the Department of Health and Welfare or Department of Environmental Quality. The money they use to contract with the health districts comes from Federal block grant funds that are directed to the state for services. The major portion of the district's budget is made up of contracts.

Fees

In accordance with [IDAPA 41-02-01](#), public health districts are empowered to establish reasonable charges or fees for services rendered.

EIPHD's BOARD OF HEALTH

Board of Health Structure

It is the intent of the Legislature to ensure each Health District be controlled by a local “Board of Health.” The purpose of this board is to assure health services can be locally controlled and governed. The Board of Health is vested with the authority, control, and supervision of the district health department and with such powers as required to perform the duties as required under (*Idaho Code 39-414*). The Board of Health is responsible for the supervision of all the district’s health programs.

Each of the seven Public Health Districts is governed by a policy board appointed by the county commissioners of the respective Districts. Each board is composed of seven to eight members. Each Board of Health employs a District Director to oversee the daily operations of the Health District.

Board of Health Responsibilities

Summary

Board member responsibilities are spelled out specifically in Idaho Code (39-413 through 39-416). They are grouped into four major categories.

II. Appoint district director and trustee (39-413 and 39-414)

III. Assure public health services are provided within the entire district.

- Administer and enforce all state and district health laws, regulations, and standards.
- Do all things required for the preservation and protection of the public health and preventive health.
- Cooperate with the State Board of Health and Welfare, the Department of Health and Welfare, the Board of Environmental Quality and the Department of Environmental Quality.
- Enter into contracts with other governmental agencies, as may be deemed necessary to fulfill the duties imposed upon the district in providing for the health of the citizens within the district.
- Administer and certify solid waste disposal site operations, closure, and post closure procedures established by statute or regulation.
- The right to quarantine. (39-415)
- Adopt regulations, rules and standards subject to approval by the state board of health and welfare. (39-416)

IV. Assure appropriate and adequate public health infrastructure

- Determine the location of the District’s main office and of any branches.
- Purchase, exchange or sell real property and contract, rent or lease such buildings as may be required.
- Enter into transactions with the Idaho Health Facilities Authority.

V. *Assure fiscal accountability*

- Enter into contracts with any other governmental or public agency whereby the district board agrees to render services to or for such agency in exchange for a charge reasonably calculated to cover the cost of rendering such service.
- Deposit all moneys or payment received into the district sub account of the health district account.
- Establish a fiscal control policy as required by the state controller.
- Accept, receive and utilize any gifts, grants, or funds and personal and real property that may be donated.
- Establish a charge to render services to or for entities other than governmental or public agencies for an amount reasonably calculated to cover the cost of rendering such service.
- Review the complete audit of finances at least every two years. (39-414A)

Board of Health Benefits

COMPENSATION OF BOARD MEMBERS

District Board of Health members are entitled to compensation while actively engaged in Board functions. Members are paid for meal and lodging expenses and \$75 per day while on Board business. Mileage and meal reimbursement is based on the State's Travel Policy and Procedures. The meal reimbursement rate is currently \$7.50 for breakfast, \$10.50 for lunch, and \$16.50 for dinner with the total day not to exceed \$30.00.

The District is only able to pay for the Board member. Board members will need to pay for any expenses, including meals and motels incurred when family members travel to Board functions.

LIABILITY COVERAGE FOR BOARD

Under Idaho Code, Board of Health members are considered employees; therefore, entitled to the protection afforded by a comprehensive liability insurance plan. This pertains to any liability which may be incurred relative to Board acts and decisions.

CREDITED STATE SERVICE

Board of Health members earn credited state service in the State's retirement system while serving.

Board of Health By-Laws

Eastern Idaho Public Health District

PREAMBLE

The purpose of these BY-LAWS is for the internal administrations of Eastern Idaho Public Health District (EIPHD) Board of Health, and is subject to the statutes and rules of the State of Idaho. The policies and business affairs of this organization shall be conducted by a District Board of Health pursuant to Idaho Code, Title 39, Chapter 4. State Statute and Idaho Code shall in all cases supersede these By-Laws.

SECTION 1: MEMBERS:

All appointments to the District Board shall be confirmed by a majority vote of all the County Commissioners of all the counties located within the Public Health District. Vacancies shall be filled by the Boards of County Commissioners within the District, acting jointly, and confirmed for a term of five years, subject to reappointment. One member shall also consist of a licensed physician if available, which shall serve as a representative at large (representing all the eight counties). In the case where a licensed physician term expires, it may be renewed at the request of the physician, subject to approval of the Board and confirmed by a majority vote of all the county commissioners of all the counties located within the public health district. In cases where the term of the physician does not wish to continue, the board will mail out a request of interest to all physicians. The Board will interview and select the best qualified applicant of physicians willing to serve on the board. If no physician is available to serve on the Board, then it shall so be noted in the minutes and the Board shall consist of eight Board members until such time a physician can be found.

Terms of office for each District Health Board Member commence on July 1.

SECTION 2: DUTIES OF MEMBERS OF DISTRICT BOARD OF HEALTH:

The District Board shall have the control and policy setting functions of the District Health Department operation. Members of the District Board of Health shall in all cases act as a Board, regularly convened, by a majority vote, adopts any such rules and regulations for the conduct of meetings and the management and operation of the Department as they deem proper, consistent with requirements of these By-Laws and laws of the State of Idaho.

SECTION 3: APPOINTMENT OF A DISTRICT HEALTH DIRECTOR:

The District Board of Health shall appoint a District Health Director who shall be the Secretary of the Board and Administrative Officer of the Board. The Director shall serve at the pleasure of the Board, and shall be responsible for the internal administration of the Department.

SECTION 4: MEETINGS, NOTICE OF MEETINGS, QUORUMS:

Meetings, Notice of Meetings and the Establishment of a Quorum are subject to the provisions of Idaho Code Section 39-412 and 67-2340, et seq.

Notice of Meetings shall be given to each Board member by any of the following methods: in person, by telephone, e-mail or by mailing to him/her at his/her given post office address at least three days before the date therein designated for such meeting.

The District Board shall hold such meetings as may be necessary for the orderly conduct of its business, and such meetings may be called upon seventy-two (72) hours notice by the Chairman, or a majority of the members.

At any meeting of the District Board of Health, four members of the Board shall constitute a Quorum for the transaction of routine business. If a quorum is not present to convene a meeting, the meeting will be cancelled and the Chairman declare the date of new meeting no sooner than three days hence.

Telephone conferences among a quorum of the Board for the purposes of discussion or deliberation on any matter upon which the Board may eventually make a decision shall be prohibited unless the provisions of the open meeting law are met. However, the Secretary (Director), Chairman or other member of the Board may use a telephone conference call for the purpose of disseminating information on an emergency basis in order to convene a meeting or as otherwise necessary.

- **Section 4(A). MINUTES OF MEETINGS.** The District Board of Health shall provide for taking of written minutes of all of its meetings, which minutes shall be subject to Idaho Code 67-2344, available to the public, and shall include the Following information:
 - (1) All members of the Board present;
 - (2) all motions, resolutions, orders or ordinances proposed and their disposition;
 - (3) the results of all votes, and upon the request of a member, the vote of each member, by name.
- **Section 4(B). EXECUTIVE SESSION MINUTES.** Shall conform to the open meeting law.

SECTION 5: SPECIAL MEETINGS OF DISTRICT BOARD OF HEALTH:

Special meetings may be called by the Chairman or Secretary at any time, or by written request of three members of the District Board. No other business except that called for will be transacted at a special meeting. Notice shall be given pursuant to Idaho Code.

No special meeting shall be held without at least a twenty-four (24) hour and meeting agenda notice, unless an emergency exists. An emergency is a situation involving injury or damage to person or property, or immediate financial loss, or the likelihood of such injury, damage or loss, when the notice requirements of this section would make such notice impracticable, or increase the likelihood of severity of such injury, damage or loss, and the reason for the emergency is stated at the outset of the meeting. The notice required under this section shall include at a minimum the meeting date, time place and name

of the public agency calling for the meeting. The secretary or other designee of each public agency shall maintain a list of the news media requesting notification of meeting and shall make a good faith effort to provide advance notification to them of the time and place of each meeting.

- [Section 5\(A\). EXECUTIVE SESSIONS.](#) Executive sessions of the District Board of Health may be held pursuant to the terms and conditions of Idaho Code 67-2343 and 67-2345. The Board may hold an executive session upon a two-thirds (2/3) vote of the members, recorded in the minutes, after the Chairman or presiding officer has identified the authorization under Idaho Code for holding such an executive session. No executive session may be held for the purpose of taking any final action or making a final decision.

SECTION 6: CHAIRMAN, VICE-CHAIRMAN AND TRUSTEE:

Members of the District Board of Health, each year, shall elect a Chairman, Vice-Chairman, and Trustee. They will take office following election. The Chair or Vice-Chair may also serve as Trustee is so appointed by the Board. The Board may also elect if so needed another board member to serve as a member of an Executive Committee, in cases where the Chair or Vice-Chair serves also as the Trustee. This election should take place at a meeting nearest to the beginning of the next fiscal year. Removal of an officer may occur with a two-thirds (2/3) vote of the Board of Health.

SECTION 7: VOTING:

Each member of the Board of Health is to have one vote. Proxy votes may be exercised if given in writing. Proxy votes must be declared at the beginning of each meeting.

SECTION 8: REMOVAL OF DISTRICT BOARD OF HEALTH MEMBERS:

A Board Member can be removed by majority vote of all County Commissioners in the District, EXCEPT: A Board Member may resign by a written letter of resignation to the Chairman of the County Commissioners of his resident county; copies to the Chairman of the District Board of Health and the Secretary of the Board.

The Chairman of the Board shall notify the County Commissioners from which the Board Member represents of any member of the Board who is absent from three consecutive meetings. The county, from which the Board Member represents, shall send a letter stating whether they wish to have the board member continue or appoint a new member.

SECTION 9: DUTIES OF CHAIRMAN:

The Chairman shall preside at all meetings of the District Board of Health, and:

- Shall cause to be called regular and special meetings of the District Board of Health and conduct them in accordance with these By-Laws.
- Shall have all direct powers, implied powers and duties as stated in Idaho Code Section 39-414 pursuant to due and lawful prior approval of the District Board of Health.
- Shall enforce these By-Laws and perform all duties incident to the position and office, which are required by law, By-Laws, rules and regulations.

- Shall have authority to appoint special subcommittees of the Board as deemed necessary for efficient conduct of the Health District business. Such committees shall be reaffirmed on a yearly basis. Members of these subcommittees will be reimbursed pay for expenses as at regular Board of Health meetings. Meetings of the subcommittee may be called by the Board Chairman, the Secretary, or by the Chairman of the subcommittee, as necessary for proper conduct of health district business. All recommendations of any subcommittee must be confirmed at the following regular Board of Health meeting.

SECTION 10: DUTIES OF VICE-CHAIRMAN:

During the absence and/or inability of the Chairman to render and perform his/her duties or exercise his/her power, as set forth in these By-Laws or in statutes under which the Public Health District was established, and the same shall be performed and exercised by the Vice-Chairman; and when so acting, shall have all these powers and be subject to all the responsibilities hereby given or imposed upon the Chairman.

SECTION 11: DUTIES OF THE TRUSTEE:

The Trustee will attend all meetings of the Trustees of the Idaho Association of District Boards of Health. If the Trustee is unable to represent the Board, the Chairman will appoint another Board Member.

During the absence and/or inability of the Chairman and the Vice-Chairman to render and perform their duties or exercise their powers, as set forth in these By-Laws, or in acts under which the Public Health District was established, the same shall be performed and exercised by the Trustee; and when so acting, shall have all these powers and be subject to all the responsibilities hereby given or imposed upon the Chairman and Vice-Chairman.

SECTION 12: DUTIES OF THE SECRETARY TO THE BOARD:

The secretary in addition to 39-413 is hereby authorized by the board to do the following:

- Present to the District Board of Health all official communications addressed to him by members of the Board and other such communications that are relevant to any business conducted at any meeting of the District Board of Health.
- Develop an annual report and/or program summary at the close of each fiscal year.
- Recommend and assist the chairman in developing an agenda for regular and special board meetings, which will keep board members apprised of; public health, trainings, policy, personnel and fiscal issues.
- Giving notice of board meetings as advised by the Chairman.
- To administer and enforce all state and district health laws, regulations and standards.
- To enter into contracts with any other governmental or public agency whereby the district agrees to render services to or for such agency in exchange for a charge reasonably calculated to cover the cost of rendering such service. This authority is to be limited to services voluntarily rendered and voluntarily received and shall not apply to services required by statute, rule, and regulations, or standards promulgated pursuant to this act or chapter 1, title 39, Idaho Code.

- To accept all moneys or payments received or collected by gift, grant, devise, or any other way deposited to the respective division or subaccount of the public health district in the public health district fund authorized by section 39-422.
- To enter into contracts with other governmental agencies, as may be deemed necessary to fulfill the duties imposed upon the district in providing for the health of the citizens within the district.
- To administer and certify solid waste disposal site operations, closure, and post closure procedures established by statute or regulation in accordance with provisions of chapter 74, title 39, Idaho Code, in a manner equivalent to the site certification process set forth in section 39-7408, Idaho Code.

SECTION 13: SALARY PAYMENT AND REIMBURSEMENT OF BOARD MEMBERS EXPENSES:

Eastern Idaho Public Health District will compensate and pay expenses for Board Members when attending a meeting called by the Chairman or the Director and for an official Board meeting, sub-committee meetings or ad-hoc committee meetings or for those occasions when a Board Member is representing the Board of Health at a meeting approved by either the Board Chairman or District Director. The District will reimburse members for actual expenses in accordance with state travel regulations.

SECTION 14: ENFORCEMENT:

The Board is granted by Idaho Code general authority and has the duty of enforcing all State and District health laws and regulations. The Secretary shall recommend to the Board enforcement measures to be taken as necessary to preserve and maintain public health. In the event that an emergency arises which forbids prior notice and recommendations to the Board, the Secretary may implement such action, as he deems necessary to protect the public health. In the event the Secretary implements such emergency action, he/she shall notify the Board of such action by telephone conference call and by written notice as promptly as possible. If any member of the Board disagrees with the emergency action taken by the Secretary, then that member shall call for a special meeting of the Board as provided by these Bylaws. Upon the giving of notice to the Board by the Secretary of emergency action, the failure of any member to object promptly to the action shall constitute ratification by the Board of the measures taken by the Secretary.

The Secretary shall also notify the Board promptly of any legal proceedings filed in any court in which the District is a party.

SECTION 15: PARLAMENTARY AUTHORITY:

Roberts Rules of Order (Simplified) shall be the governing authority for the order of business and conduct of all meetings of the Board of Health.

SECTION 16: AMENDMENTS:

These By-Laws may be altered, amended, repealed, or added to by an affirmative two-thirds vote of a quorum of the District Board present at a regular or special meeting called for that purpose. Board Members will be given a 30-day notification of all proposed By-Laws amendments

EIPHD Board Members



Robert Cope
Chairman
Lemhi County
Term: 2001-2011



Dr. Barbara Nelson
Vice Chairman
Physician Representative
Term: 2006-2011



Lee Staker
Executive Committee
Bonneville County
Term: 2008-2013



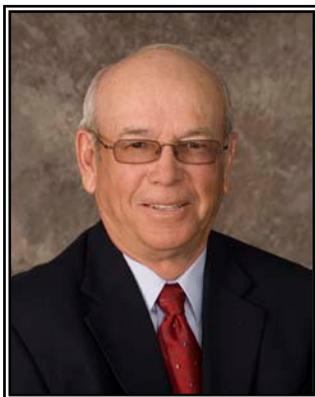
Greg Shenton
Clark County
Term: 2001-2012



Lin Hintze
Custer County
Term: 1997-2012



Debbie Karren
Jefferson County
Term: 2009-2010



Paul Romrell
Fremont County
Term: 2008-2013



Kimber Ricks
Madison County
Term: 2009-2014



Larry Young
Teton County
Term: 2009-2014

EIPHD Board Member Terms

Bonneville County

Lee Staker
605 N. Capital
Idaho Falls, ID 83402

Appointed: 2008
Term Expires: June 30, 2013

Clark County

Greg Shenton
P.O. 33
Dubois, ID 83423

Appointed: 2001
Term Expires: June 30, 2012

Custer County

Lin Hintze
P.O. Box 125
Mackay, ID 83251

Appointed: 1997
Term Expires: June 30, 2012

Fremont County

Paul Romrell
P.O. Box 10
Newdale, ID 83436

Appointed: 2008
Term Expires: June 30, 2013

Jefferson County

Debbie Karren
210 Courthouse Way
Rigby, ID 83442

Appointed: 2010
Term Expires: June 30, 2015

Lemhi County

Robert Cope
1610 Main Street
Salmon, ID 83467

Appointed: 2001
Term Expires: June 30, 2011

Madison County

Kimber Ricks
134 E Main Street
Rexburg, ID 83440

Appointed: 2009
Term Expires: June 30, 2014

Teton County

Larry Young
89 North Main Street
Driggs, ID 83422

Appointed: 2009
Term Expires: June 30, 2014

Physician Representative

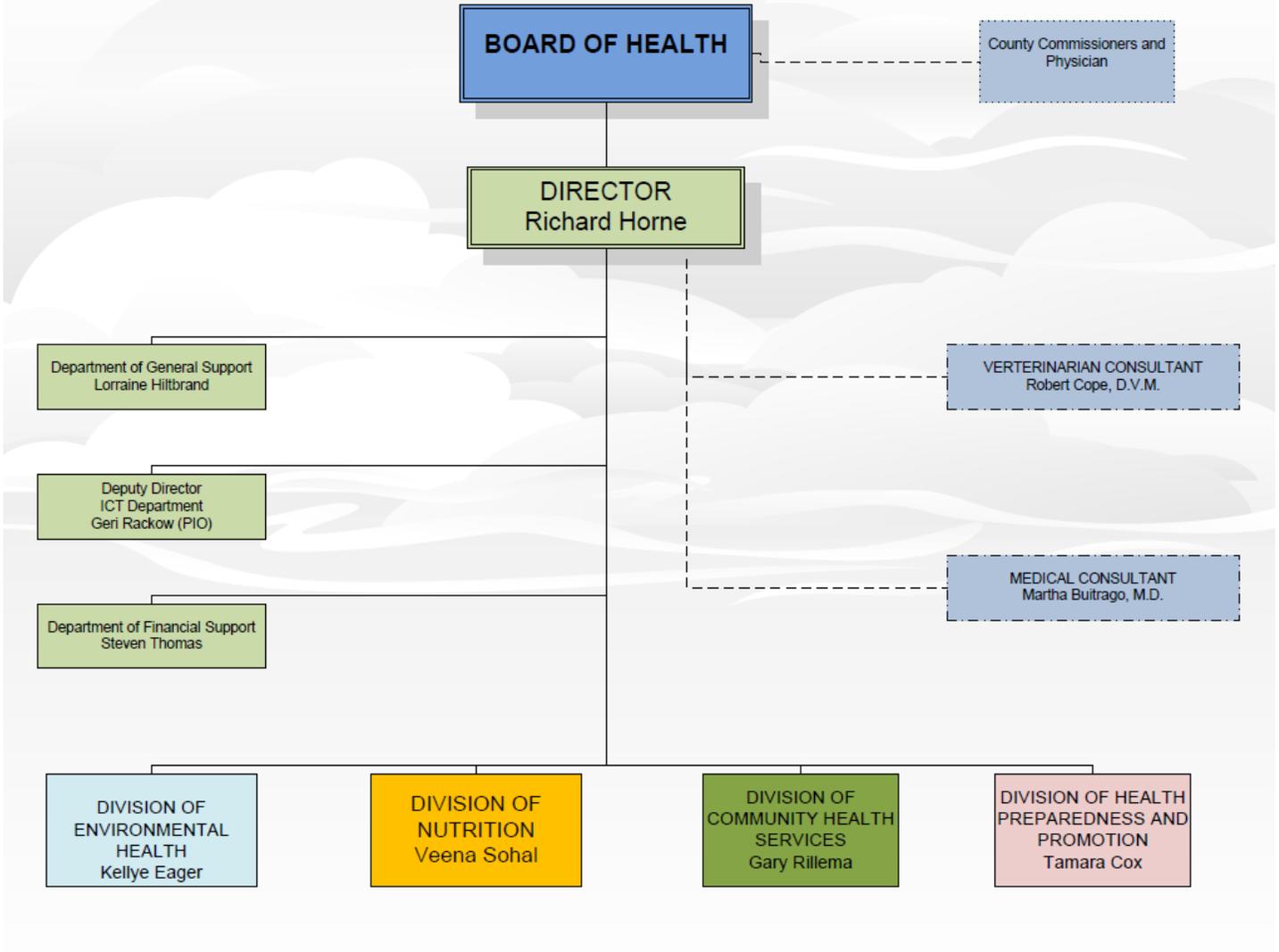
Barbara J. Nelson, MD
2327 Coronado
Idaho Falls, ID 83404

Appointed: July 1, 2006
Term Expires: June 30, 2011

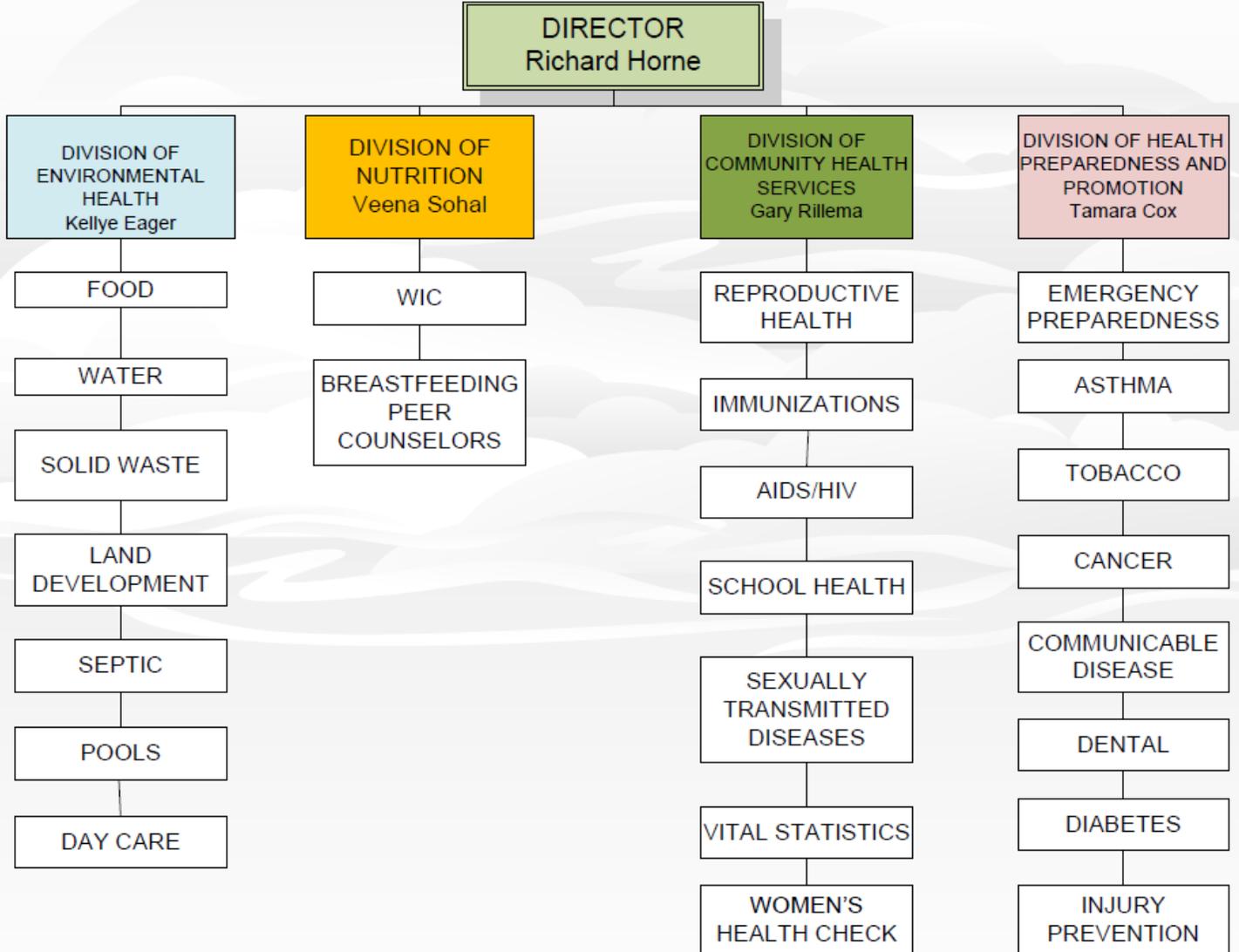
HEALTH DISTRICT STRUCTURE

EIPHD Organizational Charts

EASTERN IDAHO PUBLIC HEALTH DISTRICT



EASTERN IDAHO PUBLIC HEALTH DISTRICT



Director Responsibilities

By Statue:

39-413. DISTRICT HEALTH DIRECTOR -- APPOINTMENT -- POWERS AND DUTIES. A district health director shall be appointed by the district board. The director shall have and exercise the following powers and duties in addition to all other powers and duties inherent in the position or delegated to him or imposed upon him by law or rule, regulation, or ordinance:

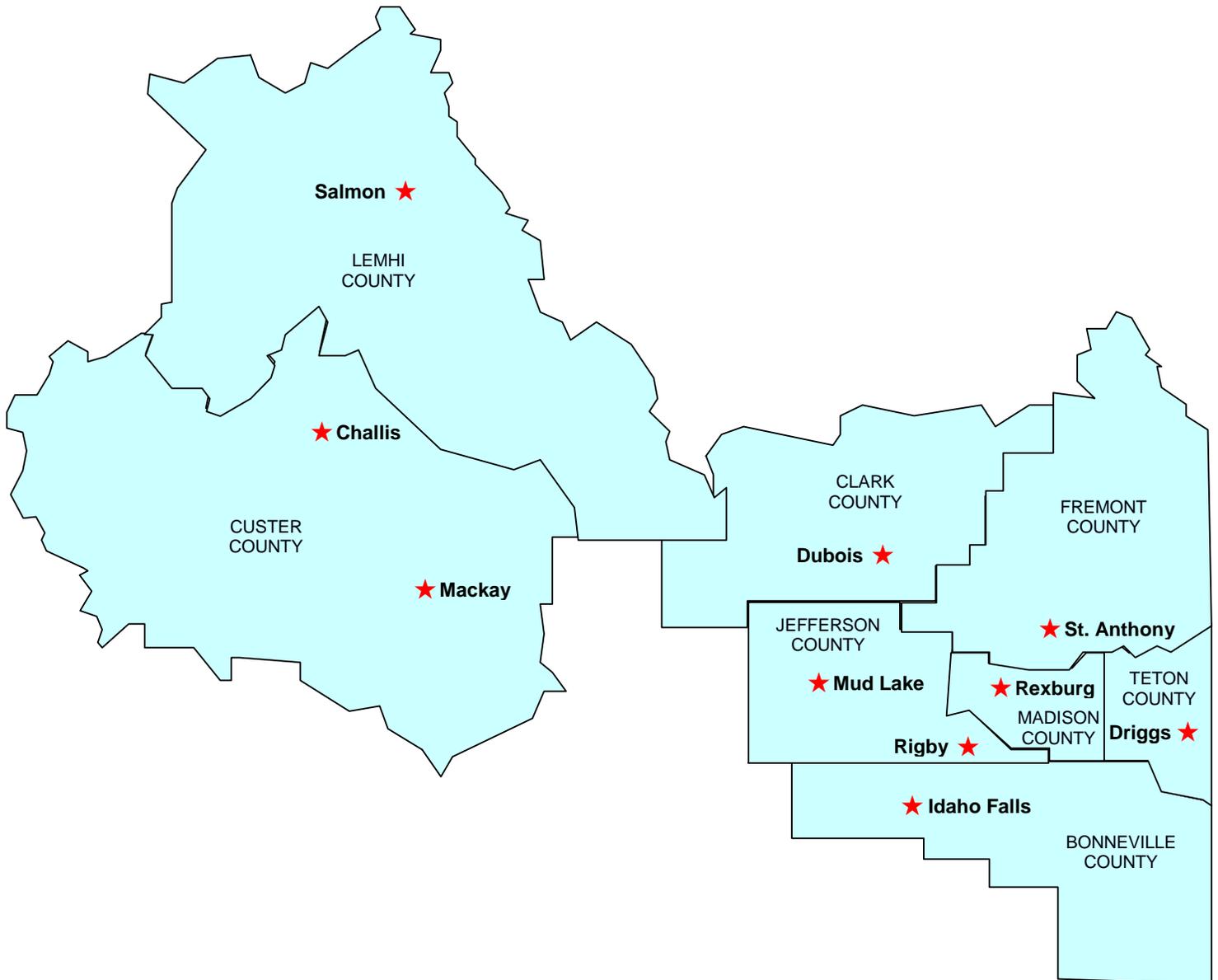
- (1) To be secretary and administrative officer of the district board of health;
- (2) To prescribe such rules and regulations, consistent with the requirements of this chapter, as may be necessary for the government of the district, the conduct and duties of the district employees, the orderly and efficient handling of business and the custody, use and preservation of the records, papers, books and property belonging to the public health district;
- (3) To administer oaths for all purposes required in the discharge of his duties;
- (4) With the approval of the district board to:
 - (a) Prescribe the positions and the qualifications of all personnel under the district health director on a nonpartisan merit basis in accordance with the objective standards approved by the district board.
 - (b) Fix the rate of pay and appoint, promote, demote, and separate such employees and to perform such other personnel actions as are needed from time to time in conformance with the requirements of chapter 53, title 67, Idaho Code.
 - (c) Create such units and sections as are or may be necessary for the proper and efficient functioning of the duties herein imposed.

By Administrative Responsibility:

In reality, the responsibilities of the district director are much broader and include such things as:

- Preparation and oversight of district budget
- Leadership
- Human Resource Management
- Ensure competent/trained workforce
- Allocation of financial, physical and human resources
- Ensuring compliance with laws and regulations
- Contract compliance
- Cooperative collaboration with other agencies be they Federal, State or Local
- Member of Council of District Directors (CODD)
- Influencing Legislation and regulations
- Promotion of public health and the health district

Map of EIPHD District Offices



EIPHD Satellite Offices



Bonneville County
1250 Hollipark Drive
Idaho Falls
522-0310



Clark County
420 West Main
Dubois
374-5216



Custer County
1050 N Clinic Road
Challis
879-2504



Fremont County
45 South 2nd West
St. Anthony
624-7585



Jefferson County
380 Community Lane
Rigby
745-7297



Lemhi County
801 Monroe
Salmon
756-2122



Madison County
314 North 3rd East
Rexburg
356-3239



Teton County
139 Valley Centre Drive
Driggs
354-2220

IDAHO ASSOCIATION OF DISTRICT BOARDS OF HEALTH

Trustees:

Idaho Association of District Boards of Health

District 1 – Panhandle Health District

Chris Beck
(208) 415-5103

District II – North Central District Health

Gary Morris
(208) 790-3100

District III – Southwest District Health

Bill Brown, Chairman
(208) 455-5300

District IV – Central District Health Department

Betty Ann Nettleton
(208) 375-5211

District V – South Central District Health

Thomas Faulkner
(208) 737-5900

District VI – Southeastern District Health

Carolyn Meline
(208) 233-9080

District VII – Eastern Idaho Public Health District

Robert Cope
(208) 533-3162

By-Laws: Idaho Association of District Boards of Health

ARTICLE I NAME

This Association, approved by members of the seven (7) public health districts of the State of Idaho, shall be called the Idaho Association of District Boards of Health.

ARTICLE II PURPOSE

The purpose of this Association shall be:

To exchange information among the District Boards of Health.

To coordinate policies and programs among the seven (7) public health districts.

To pursue new, as well as amend existing public health laws, standards, regulations, and rules to prevent disease, disability, and premature death; to promote healthy lifestyles; and to protect and promote the health and quality of our environment.

ARTICLE III MEMBERSHIP

Membership in the Association shall be limited to members of the seven (7) District Boards of Health of the State of Idaho who are appointed pursuant to Section 39-411 Idaho Code.

The District Directors are ex-officio members of the Association.

ARTICLE IV FINANCING

Funding for the Association shall be provided by the seven (7) public health districts on an equal basis.

ARTICLE V
OFFICERS of the ASSOCIATION

Section A. Officers

Leadership of the Association will consist of an elected Trustee from each local Board of Health. The leadership of the association will be referred to as the “Board of Trustees” and shall consist of the following:

1. President of the Association: The President shall be the Trustee from the hosting District where the current year’s Annual meeting will take place.
2. Vice-President: The Vice President shall be a Trustee from the District which hosts the following year’s Annual meeting.

Secretary: The secretary shall be the District Director from the District hosting the current year’s Annual meeting. The secretary shall have no vote.

Executive Council: The Executive Council will be comprised of a Board of Health member from each health district which has been elected as the health district’s Trustee in accordance with Idaho Code 39-411.

Section B. Terms

The new President, Vice-President, and Secretary of the Association shall take office at the conclusion of the Annual meeting and shall serve until the conclusion of the next Annual meeting. Executive Council members shall serve for the term in which they have been elected by their local Boards of Health.

Section C. Duties of Officers

1. The President of the Association shall:

Preside at the Annual Association meeting and at any special Association Leadership meetings. Determine the need, dates, times, and location of the Annual Association meeting and any special meetings of the Association’s Board of Trustees.

Report at the Annual Association meeting the interim decisions of the Board of Trustees and request ratification of the decisions by a vote of the Association membership.

2. The Vice-President shall:

Preside at all meetings of the Association in the absence of or at the request of the President.

Perform such other duties as may be required.

3. The Secretary of the Board shall:

Record minutes of the Association and Board of Trustees' meetings.

Conduct correspondence as directed by the President.

c. Send all notices in accordance with these Bylaws.

d. Perform such other duties as may be required.

Section D. Duties of the District Trustee and the Board of Trustees

1. The Trustee of each health district shall represent their local Boards of Health throughout the year except at the Annual meeting. This includes providing their Board's position on such laws, standards, regulations, and rules to the Boards of Trustees. As issues arise between the annual Association meetings, decisions of the Board of Trustees shall constitute interim decisions of the Association.

2. The Board of Trustees shall:

a. Conduct the affairs of the Association in accordance with the purpose and Bylaws of the Association and directives adopted by the Association.

b. Have authority to allocate appropriations from the legislature to the health districts. (IC 39-411)

c. Develop and administer a formula for the allocation of legislative appropriations. (IC 39-411)

In the event a Trustee cannot attend, an alternate Board Member from his/her District shall represent that District at meetings and on conference calls.

Section E. The Conference Office "Association Office"

The Association Office shall:

Serve as custodian of the Association records.

Keep Bylaws current for reference.

Have custody of, and be responsible for, all funds and securities of the Association.

Section F. The SALBOH Representative

The SALBOH (State Association of Local Boards of Health) Representative is a Board of Health Member elected by the Association and:

1. Shall serve as the NALBOH (National Association of Local Boards of Health) contact for Idaho's SALBOH.
2. May attend the annual SALBOH and NALBOH meetings and provide a written summary or an annual report of each meeting to the Association during the Annual business meeting. As a representative of the Association, expenses for travel to the annual SALBOH and NALBOH meetings shall be reimbursed by the Association.
3. Shall serve a three (3) year term and must be reappointed or a new representative appointed at the conclusion of the term.
4. An alternate Representative will be elected by the Association to serve in the absence of the SALBOH Representative.

ARTICLE VI ANNUAL MEETING AND SPECIAL MEETINGS

Section A. Purpose.

To fulfill the objectives of ARTICLE II of these Bylaws.

Section B. Date and Site of Annual Meeting.

An Annual meeting of the Association shall be held each year. The location shall be on a rotating basis in each of the seven (7) Health Districts (District 1, 7, 3, 2, 6, 5 and 4). The date and site of the Annual meeting shall be set by the host district. Invitations and information shall be mailed to the District Boards of Health at least two (2) months prior to the meeting.

Section C. Special Meetings.

Special meetings of the Association may be called by:

1. The Association President or
2. A majority of the members of the Board of Trustees, provided all members are notified not less than seven (7) days before the date of the meeting.

Section D. Voting.

Voting at the Annual meeting and at special meetings shall be limited to the membership in attendance and by proxy of the absent members. Absent members must provide a written proxy to their designee.

Section E. Quorum.

Representation from membership from four of the seven (7) District Boards of Health shall constitute a quorum for the transaction of business at the Annual meeting and special meetings.

**ARTICLE VII
PARLIAMENTARY AUTHORITY**

ROBERT'S RULES OF ORDER NEWLY REVISED shall apply on all questions of procedure and parliamentary law not specified in these Bylaws.

**ARTICLE VIII
AMENDMENTS**

These Bylaws may be amended by a two-thirds (2/3) vote of the Association members, at the Annual Association meeting, when the proposed action has been sent out in the notice of such meeting to all members. Proposed amendments must be submitted to the Association Chair for distribution to the Association board members at least sixty (60) days prior to the Annual meeting, for the purpose of giving the seven (7) District Boards of Health notice of the proposed amendments. Exception to this ruling is allowed when the amendment has the majority consent at the Annual meeting to allow consideration. It may then be adopted by a two-thirds (2/3) vote of the Association members in attendance or by proxy according to ARTICLE VI, Section D. All amendments adopted at the Annual Association meeting shall become effective thirty (30) days following the Association meeting unless otherwise specified.

1988 Adopted at the Annual meeting of IAB.

5/93 Adopted by the Board of Trustees on 7/8/93.

5/95 Adopted by the Board of Trustees on 5/2/95.

5/95 Adopted at the Annual meeting of the Association on 5/4/95.

6/08 Adopted at the Annual meeting of the Association on 6/30/08.

6/10 Adopted at the Annual meeting of Association on 6/17/10.

**ARTICLE IX
RESOLUTIONS**

Resolutions must be submitted to the Association Chair for distribution to the Association Board members at least sixty (60) days prior to the Annual meeting, for the purpose of giving the seven (7) District Health Boards of an opportunity to review and comment.

Emergency Resolutions, defined as anything that represents a sudden and urgent public health need or anything that is needed to keep the organization moving forward, may be brought up for discussion as long as approved by a two-thirds (2/3) vote of the Association members at any Annual Association meeting.